

ORDER

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

5280.4C

6-30-80

SUBJ: AIRPORT CERTIFICATION SAFETY INSPECTOR'S CREDENTIALS

1. PURPOSE. This order prescribes criteria, policies, and procedures for the issuance and control of identification credentials to airport certification safety inspectors.
2. DISTRIBUTION. This order is distributed to the division level in the Washington Office of Airport Planning and Programming, Office of Airport Standards, all regional Airports Division, and all Airports District Offices.
3. CANCELLATION. Order 5280.4B, Airport Certification Safety Inspector's Credentials, dated January 16, 1979, is cancelled.
4. BACKGROUND. The airport certification safety inspector's credentials will identify the bearer as an accredited representative of the Federal Aviation Administration (FAA) authorized to perform airport certification inspections and to discharge those duties as provided for by Federal Aviation Regulations (FAR) Part 139; Section 612 of the Federal Aviation Act of 1958; and Order 5280.5, Airport Certification Program Handbook, dated March 21, 1977. In order to obtain the credentials, individuals must qualify by meeting certain specific requirements. Management must be conscious of these requirements and take appropriate measures to assure that qualified persons are available to conduct regional certification programs without interruptions caused by the lack of such persons. Considering the limited number of personnel assigned with airport certification as their primary duty, it is appropriate that cross-training of personnel assigned to other Airports program areas be accomplished.
5. POLICY.
 - a. Individuals meeting the eligibility criteria stated in paragraph 8 will be issued airport certification safety inspector's credentials.
 - b. Individuals holding current airport safety inspector's credentials on the date of this order are considered fully qualified.
 - c. The duties of the airport certification inspector as set forth in Order 5280.5 will be performed only by persons who have been issued airport certification safety inspector's credentials or who hold temporary inspection authorization as described in paragraph 9 of this order. This does not preclude the use of technical specialists to assist in the certification program provided that the overall responsibility for determining an airport's compliance with certification requirements remains with an airport certification safety inspector qualified in accordance with this order.

Distribution: A-W (PP/AS)-2, A-X(AS)-2, A-FAS-1 (STD)

Initiated By: AAS-310

6. APPROVAL AUTHORITY. The Director, Office of Airport Standards, is the approving authority for issuance of the airport certification safety inspector's credentials.

7. RESPONSIBILITY. The Chief, Safety and Compliance Division, AAS-300, is responsible for establishing the criteria for eligibility, issuance, and accountability of FAA Form 5280.5, Airport Certification Safety Inspector's Credentials. The Office of Civil Aviation Security, ACS-1, monitors and inspects the procedures for the issuance and control of credentials as required by Order 1600.25B, FAA Identification Media, dated September 2, 1977.

8. CRITERIA FOR ELIGIBILITY.

a. Credentials are issued to qualified persons who are assigned the duties of airport certification inspector.

b. The minimum criteria for issuing credentials will be all of the following:

- (1) Completion of Airport Certification Course (60030);
- (2) Completion of Compliance and Enforcement Procedures Course (12020);
- (3) Completion of a recognized crash/fire/rescue (CFR) training school;
- (4) At least 3 months of on-the-job training (OJT) to include administrative procedures and a minimum of six inspections with a qualified inspector;
- (5) Background/experience related to aviation or airport safety; and
- (6) Recommended by Airports division chief.

c. Additional criteria considered desirable for safety inspections:

- (1) Completion of Aircraft Accident Investigation Fundamentals Course (00004)
- (2) Flying experience;
- (3) Civil engineering degree/experience; and
- (4) Experience in airport management, airport operations, or airline station management.

9. TEMPORARY INSPECTION AUTHORIZATION.

a. When deemed necessary to achieve program objectives, the Director, Office of Airport Standards, AAS-1, may issue temporary credentials to individuals who have not met the minimum criteria for full credentials listed in paragraph 8b. Such individuals must have significant experience in airport safety and must be recommended by the Airports division chief. The temporary credential may be granted for a period to be determined by the Chief, Safety and Compliance Division, AAS-300, and will normally not exceed 90 days.

b. Requests for temporary inspection credentials shall be made to the Chief, Safety and Compliance Division, AAS-300, and shall include:

(1) The name and background information of the recommended individual;

(2) The length of time the credential will be needed, including a description of the regional cross-training program mentioned in paragraph 4; and

(3) The region's plan to obtain a fully qualified airport safety inspector.

10. APPLICATIONS FOR CREDENTIALS.

a. Applications for credentials shall be made to Washington headquarters through the Chief, Safety and Compliance Division, AAS-300, on FAA Form 1600-14, Identification Card/Credential Application. All blocks on the front side of the form will be completed. The applicant's office symbol is entered in the "DOT Comp" block. The Airports division chief will sign as authorizing official. On the reverse side, enter "AAS Safety Inspector" and on the blank space below enter "Special Agent."

b. The applicant must provide two 1 3/4-inch full face, color photographs which are printed on thin, lightweight photographic paper. Photographs taken in self-operated photograph booths are not acceptable.

c. Upon receipt of the application, AAS-300 will forward to the regions by registered mail the number of credentials requested for distribution to the eligible applicant(s) for signature.

d. The signed credential will be enclosed in an envelope and mailed to AAS-300 via REGISTERED MAIL for further processing.

NOTE. DO NOT USE paper clips or staples which may damage the photographs. If several applications are being mailed at the same time, each application, along with photographs and signed credential card, shall be enclosed in separate envelopes inside a large envelope for mailing.

11. ISSUANCE, ACCOUNTABILITY, AND CONTROL.

a. The Chief, Safety and Compliance Division, AAS-300, is responsible for the issuance and control of airport certification safety inspector's credentials.

b. Following completion of the required actions, AAS-300 will return via REGISTERED MAIL the credentials to the Airports division chief for delivery to the applicant. A receipt will be obtained from each individual upon delivery of the credential. The regions will maintain an up-to-date record of all current and past credential holders within the region. A file of all original applications (FAA Form 1600-14) will be maintained in AAS-300. Accredited personnel who transfer from one region to another and whose duties remain unchanged shall retain their credentials, and AAS-300 shall be notified in writing of the transfer of accountability.

c. The airport certification safety inspector's credential is a one-part credential consisting of FAA Form 5280.5. It is printed in blue ink on white 3- by 5-inch paper, with the NOT seal centered in the middle of the card. It will include a photograph, title, and signature of the holder and is signed by the Director, Office of Airport Standards, AAS-1, as the approving authority.

d. Credentials which have been recovered in accordance with paragraph 13 shall be returned to AAS-300 via REGISTERED MAIL for final disposition.

12. USE OF CREDENTIALS.

a. The credentials shall be used only in the conduct of official business.

b. Holders of credentials are responsible for their proper safekeeping at all times. Credentials must not be left unattended.

c. Misuse or improper possession of the credential can subject the offender to disciplinary actions or possible penalty under Title 18, U.S.C.

13. LOST, STOLEN, OR DAMAGED CREDENTIALS.

a. The airport certification safety inspector's credential is accountable Government property. If a credential is lost or stolen, the Airports division chief shall be notified immediately. This shall be confirmed in writing to AAS-300, citing the circumstances surrounding the loss.

b. Reasonable efforts should be made to locate the credential. If this cannot be done within a reasonable time or if the recovered credential is damaged to the extent that it can no longer provide adequate identification, application for a replacement may be made through normal channels.

c. Upon receipt of a properly executed application and written explanation of loss, AAS-300 will proceed to issue a replacement.

d. The Office of Civil Aviation Security, Ground Operations Security Division, ACS-300, shall be notified by AAS-300 of credential loss.

14. SURRENDER OF CREDENTIALS. The airport certification safety inspector's credential shall be surrendered to the holder's supervisor who shall forward the card to AAS-300 for proper disposition. The credentials shall be surrendered under any of the following conditions:

a. Termination of employment;

b. Reassignment to a position which does not meet the eligibility requirements as specified in paragraph 8;

c. Issuance of a revised credential; or

d. Upon demand of proper authority.

15. DESTRUCTION. Any airport certification safety inspector's credential which becomes damaged during processing or invalid upon termination or transfer of an employee shall be forwarded to AAS-300 for destruction.

16. FORMS AVAILABILITY. FAA Form 1600-14, Identification Card/Credential Application, can be obtained through normal supply channels at the FAA Depot. The NSN is 0052-00-049-4002, and the unit of issue is a set. Headquarters' personnel can obtain forms from M-443.1.



WILLIAM V. VITALE

Director, Office of Airport Standards

6-30-80

5280.4C
Appendix 1

FORM 1600-14

DOE, John M. NAME (Last, First, MI)		INSTRUCTIONS TO EMPLOYEE: Type all entries. This form may be used to apply for more than one item.		GS-13 GRADE	<input checked="" type="checkbox"/> M <input type="checkbox"/> F SEX	ASO-600 DOT COMP.	
DATE OF BIRTH (Mo, Day, Yr) 9/15/43				EMPLOYEE NO 95316		TITLE Airport Certification Safety Inspector	
WEIGHT 175 LBS	COLOR EYES blue			OFFICE SERVICE/REGION/CENTER Southern Region			
COLOR HAIR brown	HEIGHT 5 11 FT.			OFFICIAL STATION Atlanta, Georgia			
SOCIAL SECURITY NUMBER 416-50-9317				DATE OF APPLICATION 5-3-80			
CREDENTIAL JUSTIFICATION							

Performance of duties pursuant to FAR Part 139 and related regulations.

SIGNATURE OF APPLICANT <i>John M. Doe</i>	AUTHORIZING OFFICIAL (Signature, Title, Routing Symbol) Chief, Airports Division, ASO-600
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FAA Form 1600-14 (8-76)
SUPERSEDES PREVIOUS EDITION
AND FAA FORM 1600-45

IDENTIFICATION CARD/CREDENTIAL APPLICATION

APPLICATION MADE FOR -			
CREDENTIAL		ID	
AVIATION INSPECTOR NO	SPECIAL AGENT NO AAS	LAW ENFORCEMENT NO	CIVIL DEFENSE NO
ACCIDENT INVESTIGATION NO	Safety Insp. NO	REGULAR NO	TEMPORARY NO
CIVIL RIGHTS NO	NO	ARTCC/AAC NO	NO
CASS NO	NO	EXECUTIVE NO	NO
DATE ISSUED	DATE RECEIVED	RECEIVED BY	

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